

Special Instructions
Report of Enrollment for Kindergarten and Grades 1 through 3
for Districts Participating in the K-3 Class Size Reduction Program, 2002-03

I. Option One - Sections A through E

- A. Calculating class sizes. “Class sizes” are determined by computing the average enrollment in each class. Enrollment counts for K-3 CSR classes must begin on the first teaching day of the school year, unless new classes were created to accommodate growth subsequent to the first day of school. Counts for new classes must begin on the first teaching day the class existed. Staff development days should not be included in the count.

Counts should be taken of “active enrollment” only, and must continue through April 15. For this purpose, “active enrollment” is defined as those pupils who are either in attendance or, if not in attendance, have an excused or unexcused absence. (It is up to each district to determine how long to keep a pupil “enrolled” if that pupil has been absent and the district has no knowledge of the reason for the absence or whether the pupil will return.) Year-round schools may have count dates that differ from schools that are on a traditional calendar. In addition, multitrack year-round schools may have different count dates for the various tracks within a school.

To compute the class size to be reported on the J-7CSR, for each class add the daily counts of “active enrollment” and divide the sum by the number of days or “counts.” Round to the nearest whole number. A class average of 20.4 or 20.44 rounds down to 20. A class average of 20.45 and above rounds to 20.5, which in turn rounds up to 21, thus making the class ineligible for K-3 CSR funds.

- B. Exception to the 20:1 class size maximum. Some small school districts (and charter schools applying independently) may qualify under the provisions of AB 1608/743/00 to receive CSR funding for classes with an average of up to 22 pupils. In order to qualify, the districts must have only one school that serves kindergarten and grades one through three, there can be no more than two classes per participating grade level, and the school district’s or charter school’s governing board must make a public declaration that all possible alternatives to averaging have been exhausted and the district or charter school is unable to achieve the 20:1 ratio in a way that is educationally acceptable.

If a school district or charter school meets those qualifications, class sizes of up to 22 (22.4) may be reported on the J-7CSR *provided* the school-wide average (reported on line 3 of the “Totals” section) for all CSR classes does not exceed 20 (20.4). (Please note that this provision applies to Option 2 classes as well.)

- C. Reporting class enrollments. In the appropriate spaces in column 2, report the total number of classes of each size corresponding with the enrollment preprinted in Column 1. (Insert the appropriate class size on a blank line in Column 1 if it’s other than one that is pre-printed. If additional space is needed, you may also cross out an unneeded pre-printed class size and insert the class size appropriate to your needs.) **With the exception of school districts meeting the qualifications cited in item B above, if the enrollment in a class participating in the K-3 CSR program exceeds 20.4, that class is not eligible for funding. Please do not report that class on this form.**

Column 3 is self-explanatory.

- D. Reporting class enrollments in combination classes (Section E). Complete Columns 2 and 3. In Column 4, report all pupils enrolled in the class who are at a grade level that either has not been implemented for K-3 CSR purposes or is otherwise not eligible for CSR funding (such as the fourth grade).

For example: if a school site has only implemented grade one but has one or more K-1 combination classes at 20:1 or less, report the kindergarten pupils in Column 4. The kindergarten

pupils in the K-1 combination classes are not eligible for funding because grade two has not been implemented at that school site.

Another example: if a school site has fully implemented kindergarten and grades one through three and has one or more combination classes consisting of grades three and four, report the fourth graders in Column 4. Because fourth grade is not eligible for K-3 CSR funding, these pupils cannot be counted for funding purposes - but if the class is 20:1 or less, funding can be claimed for the third grade pupils in the class.

If the same (fully implemented K-3) school site has combination classes consisting of grades one and two, for example, a zero should be entered in Column 4 as all pupils are at a grade level eligible for funding.

Column 5 is self-explanatory.

- E. Breakdown of grade levels reported in combination classes (Section E). Please enter the total number of pupils from the CSR classes listed in Column 3 according to their grade level. The total in this breakdown should match the total reported in column 3 of Section E. Please do not enter enrollment from non-CSR classes. This information will be used to more accurately reflect the total number of pupils participating in the CSR program at each grade level. The information is also required for evaluation purposes.

II. Option Two - Sections F through J

- A. Option Two consists of reduced classes that are provided for at least one-half of the instructional minutes that are offered each day at the applicable grade level, and that consist primarily of instruction devoted to reading and math.

Due to the difference in per-pupil funding amounts, school districts and charter schools must report classes participating in Option Two on a separate page provided for that purpose.

Entries for Option Two should be calculated and reported in the same manner as those for Option One, with the exception that certificated teachers (including kindergarten teachers) who are assisting in classes where they are not the primary teachers may be counted to the extent that they are providing direct instruction in reading and math.

- B. Calculating class enrollments for Option Two. Because Option Two classes are those that are reduced for only one half of the school day, the number of “classes” reported will differ from the actual number of classes in a school district or charter school. (Depending on how the classes are structured for CSR purposes, school districts or charter schools may either: compute the class size for the entire [unreduced] class using the procedures detailed in the Option One section, and then divide the resulting class size average in half in order to report Option Two classes, or; if the additional teachers used for Option Two purposes have specific students assigned to them for the half of the school day that the class is “reduced,” school districts and charter schools may wish to compute the class size based on those assignments. If the latter method is used, please be sure that the records are auditable.)

Example: XYZ Unified has four first grade classes, each with an enrollment of 30. The district has hired two additional teachers (Mr. Jones and Mrs. Smith), who aren’t assigned to a specific class in the traditional manner, but who assist each of the four first grade teachers of record for one-half of the school day, during which time they provide instruction in reading and/or math to 15 students at a time.

Mr. Jones works with 15 of the students in first grade class #1 for the first half of the school day, and with 15 of the students in first grade class #2 for the last half of the school day. Mrs.

Smith works with 15 students in first grade class #3 for the first half of the day and with 15 students in first grade class #4 for the last half of the day.

Using the above example, XYZ Unified would report 8 Option Two classes of 15 students each in Section F.

Many districts use Option Two to implement K-3 CSR in kindergarten classes. If a district has morning and afternoon kindergarten sessions, the afternoon teacher can assist the morning teacher for one half of the morning session and vice versa. Using this implementation method, a kindergarten class of 32 (for example) can be claimed for Option Two funding as 2 classes of 16 (or 1 class of 20 and one class of 12, or however the district chooses to divide the class, provided the 20:1 maximum is not exceeded).

III. Totals for Options One and Two

- A. Add the amounts reported in Row 4 of the Totals section for Option One and Row 3 of the Totals section for Option Two. Enter the result on the line marked “Grand Total” at the bottom of the “Option Two” page. (If there are no Option Two classes, it is not necessary to enter the Option One total on the Grand Total line, nor is it necessary to submit the “Option Two” page.)

The “Grand Total” will be compared to the prior apportionment each district received. Any overpayments will be deducted from the next monthly payment for the Principal Apportionment. If additional CSR funding is owed the district, it will be paid in a separate apportionment.

IV. Special Education

Pupils may or may not be included and counted toward the 20:1 ratio for funding purposes in K-3 CSR classes, depending on various factors:

- Resource Specialist Pupils (RSP) must be counted for CSR.
- Designated Instruction and Services (DIS) pupils, if members of the CSR class, must be counted.
- Nonpublic School pupils are not counted and are not eligible for K-3 CSR funding.
- Special Day Class (SDC) pupils who are mainstreamed or included in a regular classroom for all or any part of the day may or may not be counted for CSR purposes, pursuant to local policy. The policy may be to include the SDC pupils in the 20:1 count and thus receive CSR funding for them, or the policy may be *not* to include the SDC pupils in the 20:1 count and thus not receive CSR funding. Regardless of the policy chosen, it must be applied consistently (district-wide), and it must be auditable. *SDC pupils not counted for CSR funding purposes may continue to attend the regular class without jeopardizing the district's CSR funding.*
- SDC pupils who attend a special day class full time are not eligible for funding under this program, as special day classes are specifically excluded from receiving CSR funding (*Education Code* Section 52123[b]). For more detailed information, please refer to the Special Education sections in the 2002-03 K-3 CSR application section of the California Department of Education’s web site at: <http://www.cde.ca.gov/classsize/speced.htm>

(Required placement and integration opportunities will not be affected by CSR auditing requirements.)

V. Independent Study/Home Study

Education Code Section 52123(b) specifically prohibits K-3 CSR funding for pupils on independent study for all or any portion of the full regular school day. Therefore, pupils on either “long” or “short” term independent study should not be included in the calculation used to determine the class size to be reported on the J-7CSR. In addition, the same section specifically prohibits charter schools from claiming funds for any pupil who is enrolled in a home-study program for all or any portion of the regular school day.

When determining the size of a class (*for CSR purposes only*), school districts and charter schools should exclude from the class count all pupils who have been placed on independent study. The exclusion should continue only for the number of days each pupil is on independent study. It is not necessary to “disenroll” independent study pupils for the purpose of determining the size of a K-3 CSR class - in fact “disenrolling”

them could cause problems. For example, if one or more independent study pupils in a class of 20 are “disenrolled,” without good documentation it might appear that there is space available in that class. If the district then needs to find classroom space for one or more new pupils and enrolls them in that same class (thinking there is space available), the class will be “over-enrolled” for CSR purposes when the independent study pupils return to the classroom.

Examples of the computation that might be done for a CSR class with 2 pupils placed on independent study for 5 days each out of a total of 140 teaching days in the district's reporting period (assuming enrollment in the class did not change over the reporting period):

20 pupils enrolled x 140 days = 2,800 “pupil days”
2 pupils x 5 days each on indep. study = $\frac{-10}{2,790}$ “pupil days”
2,790 “pupil days” ÷ 140 teaching days = 19.93 avg class size

or

18 pupils x 140 days = 2,520
2 pupils x 135 days = $\frac{+270}{2,790}$
2,790 “pupil days” ÷ 140 teaching days = 19.93 avg. class size

Note: No matter which calculation is used, the class in this example would be reported as a class of 20.

VI. Additional Information

“Class” is defined in Section 15103(a), Title 5, *California Code of Regulations* as follows:

- “(a) ‘Class’ means a group of pupils scheduled to report regularly at a particular time to a particular teacher as opposed to a grade which is a broader segment of the school organization.
- (1) Where the type of teaching in kindergarten and grades 1, 2, and 3 is other than in self-contained classes, the ‘class’ is the basic homeroom where all of the following applies for a child:
- (A) Attendance is recorded and investigation of absences is instigated.
 - (B) The child has his [sic] desk, locker, or drawer.
 - (C) The teacher handles the administrative routines such as keeping cumulative records, collecting basic data about the child, distributing items to go home, collecting lunch money, and distributing and collecting report cards.
 - (D) The teacher is the usual contact with the child's parents.
 - (E) Some planned instruction is given.
- (2) For kindergarten and grades 1, 2, and 3, when it is necessary for a specific group of pupils, consisting of a portion or all of the pupils otherwise enrolled in a ‘class,’ to meet together for a particular period or periods during the regular school day for a particular phase of education for which responsibility is assigned to two or more teachers, such group shall not be considered a ‘class’ under the provisions of this section.”

Sources: (Except as noted) *Education Code* sections 52120 - 52128.5 and *California Code of Regulations*, Title 5, sections 15130 – 15133.

General Instructions

(Note: All classes reported on this document must also be reported on the regular J-7 form, in accordance with all regulations governing the reporting requirements for the regular J-7 “class size penalty” process.)

1.

Who Should File. Each school district (or charter school applying independent of their sponsoring school district) that is participating in the Class Size Reduction program must file this report.
2.

Time of Filing. This report is to be filed for the full enrollment period (first day of instruction through April 15). This is not the same as the “P-2 reporting period.” Please see the “Special Instructions” for further details.
3.

Number and Disposition of Copies. Please prepare an original and two copies of each page, including this one. (Please note that it is not necessary to submit the Option Two page if you have no data to report.) Retain one copy of the package in the district or charter school files. Transmit the original package and one copy to the county superintendent of schools. (Please allow sufficient time for the county superintendent to examine and approve the package, and to transmit to the California Department of Education prior to the deadline.) After examination and approval, the county superintendent should forward the original form(s) by May 2, 2003 to:

Julie Woonacott

School Fiscal Services Division

California Department of Education

1430 N Street, Suite 3800

Sacramento, CA 95814-5901
4.

Kindergarten Classes. A kindergarten class with an enrollment of 20:1 or less for the entire time the class is in session each day should be reported as an Option ONE class, even though the total number of minutes the kindergarten class is in session each day might be less than the number of minutes offered in other grade levels.
5.

Class Size Computation. Per Education Code section 52124.5, districts should compute class sizes by averaging the *daily* enrollment in each class for each instructional day from the first day of instruction through April 15.
6.

Combination Classes. Report combination classes in Section E (Option One) or Section J (Option Two), regardless of the grade levels. In column 7, please provide a breakdown by grade level of the total number of pupils reported in column 3. The totals in columns 3 and 7 should match.
7.

Classes of 22. School districts (and charter schools applying independent of their sponsor districts) that have only one school that serves kindergarten and grades one through three *and* that have no more than 2 classes per participating grade level may qualify under the provisions of AB 1608 to claim one or more classes with an average enrollment of up to 22.4, provided the district-wide average enrollment for all participating CSR classes doesn’t exceed 20.4. Please see the “Special Instructions” for details.
8.

Special Education. State and Federal laws guarantee that the needs of pupils with disabilities are met and that these pupils participate in the regular education program to the maximum extent that is appropriate for that individual. Please see Section IV of the “Special Instructions” that accompany this form for information regarding the inclusion of pupils with individual education programs in the calculations used to determine the class sizes to be reported on this form.
9.

Independent Study/Home School. School districts or charter schools may not claim funding for any pupil enrolled in independent study or home school programs. Please see Section V of the “Special Instructions” that accompany this form for more information.
10.

Duplicate entries. Please do not report a class on more than one line.
11.

Rounding and decimals. **Please report whole numbers only** -- no decimals or fractions or “hash” marks. Use the following rounding convention to determine the size of a class to be reported on this form: 20.44 or lower rounds to 20; 20.45 and above rounds to 21.
12.

“Grand Total.” It is not necessary to enter a Grand Total at the bottom of the Option Two page (nor is it necessary to submit the Option Two page) if there are no Option Two classes to report.

To further assist you in preparing this report, please see the “Special Instructions” (attached) for more detailed information. If you have any questions, please contact Julie Woonacott in the School Fiscal Services Division at (916) 323-1314 or by email at jwoonaco@cde.ca.gov. You may also contact Lynn Piccoli in the School Facilities Planning Division at (916) 323-3926 or by email at lpiccoli@cde.ca.gov, or Shannon Farrell-Hart at (916) 323-3923 or by email at sfarrell@cde.ca.gov. This form and all instructions are also available on our website at www.cde.ca.gov/classsize/j7csr.htm.

Certification

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and is in compliance with state law and administrative provisions of the California Department of Education and the State Board of Education.

(Signed)

(District Superintendent/Charter School Administrator)

(Date)

(Name of District/Charter School Contact Person)

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(Telephone)

(Signed)

(County Superintendent)

(Date)

(Name of County Contact Person)

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(Telephone)